

## REPORT

FROM

### THE SECRETARY OF STATE,

*In compliance with a resolution of the Senate, on the subject of the justice and propriety of increasing the Salaries of the Clerks in that Department.*

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MAY 2, 1836.—Read.

MAY 5, 1836.—Ordered to be printed.

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DEPARTMENT OF STATE,

Washington, 30th April, 1836.

TO THE SENATE OF THE UNITED STATES :

In compliance with a resolution of the Senate of the 25th instant, the Secretary of State has the honor to report, that, in his opinion, it would be just and proper to increase the compensation of some of the clerks in the Department under his charge.

1. Considering the importance of the trust confided to the chief clerk, and the qualifications necessary to its proper discharge, the salary at present allowed to that officer is deemed inadequate. The justice and propriety of increasing it have, on other occasions, been brought to the notice of the proper committees in the House of Representatives, by the Secretary and his immediate predecessor; and it is now respectfully recommended that the salary be augmented to two thousand five hundred dollars.

2. With a view to equalize the compensation of the clerks employed in the diplomatic bureau, it is recommended that one clerk who now receives fifteen hundred dollars, and another who receives fourteen hundred dollars, should receive sixteen hundred dollars each; that being the salary allowed to the other clerk assigned to the same branch of business. The duties of these three clerks being arranged and distributed solely with a view to equalize their labors—those of one clerk not being considered more important and laborious than those of another—their salaries should be equal.

3. Similar reasons exist for equalizing the salaries in the consular bureau, in which three clerks are employed; two of whom receive fourteen hundred dollars each. It is recommended that the salary of the third be increased, also, to fourteen hundred dollars; which is but a reasonable compensation for the service performed.

4. Two of the clerks employed in the home bureau receive nine hundred dollars, and eight hundred dollars, respectively. These sala-

ries are altogether insufficient, either as a support for those employed or as a compensation for their services; and the Secretary repeats the recommendation which he has on other occasions made, that they be increased to one thousand dollars each.

5. The salary of the Superintendent of the Patent Office is too low to afford a reasonable compensation for his duties and responsibility. It is recommended that it be placed on an equality with those of the chief clerks of the Comptrollers' and Auditors' offices, namely, seventeen hundred dollars.

6. It is also recommended that the salary of one of the clerks employed in the Patent Office, be raised to an equality with the other two, namely, one thousand dollars; the duties of all being equal.

It is well known that the expenses of living at the seat of Government are higher than in other parts of the United States. A considerable increase in the prices of the necessities of life has lately taken place here and elsewhere. Whether the causes which have led to this are likely to continue, the Secretary does not undertake to express an opinion. He deems it proper to add, however, that the augmentation recommended by him, is proposed solely with a view to adapt the salaries to the present duties of the clerks of the Department, according to the general rate of compensation *now* existing.

To aid the Senate in forming an opinion as to the reasonableness of the proposed augmentation, the Secretary submits copies of so much of the regulations of the Department as show the duties of the several clerks in the office of the Secretary of State and in the Patent Office.

JOHN FORSYTH.

*Extracts from the Regulations prescribed by the Secretary of State, relative to the duties of the Clerks in the Department of State.*

1. *The Chief Clerk.*—The duties of this officer will be such, in all respects, as appertain to Under Secretary of State. He will exercise an immediate superintendence over the duties of the respective bureaux, and over those employed in them. He will receive the directions of the Secretary, on matters requiring the action of the Department. He will promptly report all acts of negligence, or misconduct, to the Secretary.

By the act of 27th July, 1789, the chief clerk is to be employed in the Department as the Secretary shall deem proper, and is to have the charge and custody of all records, books, and papers appertaining to the Department, whenever the Secretary shall be removed from office, or in any other case of vacancy.

Mr. ——— holds the appointment of chief clerk, at an annual salary of \$2,000.

2. *The Diplomatic Bureau* will have charge of the correspondence between the Department and the ministers and other diplomatic agents of the United States; and also between the Department and the ministers and other diplomatic agents of foreign Powers, in the United States; will copy and record the diplomatic despatches prepared in the Department, and file and preserve those received at the Department;

prepare and record credential letters; prepare treaties for signature, ratification, and exchange, and proclamations of treaties, and record the same, and prepare such draughts of letters as may be necessary; and generally will attend to all matters appertaining to the diplomatic affairs of the United States.

An index will be kept for each mission, in which the purport of each despatch, prepared or received at the Department, is to be promptly entered.

The record of the communications made by the Department of State, to each mission from or to the United States, will be kept in a separate book.

A synopsis of the concerns of each mission will be kept, and continued monthly, or oftener, if required.

There will be kept, besides, a daily register of all communications received, to be filed in this bureau, and of the action of the Department thereon, and of each communication prepared in the bureau in relation to diplomatic affairs: the substance of each communication to be stated as briefly as possible. In this register will be noted such other matters as may be directed. This register will be daily submitted to the Secretary. Newspapers, and such documents published by this Government as may be useful, will be transmitted to the several missions abroad, of which transmission a note shall be made in the register.

In this bureau will be regularly kept a record of the arrival of foreign ministers, *chargés d'affaires*, and consuls general, the date of their presentation, the time of their leaving the Government, and the circumstances of their departure.

The duties of this bureau will be performed by three clerks, viz:

Mr. ———, at an annual salary of \$1,600, will have special charge of the missions to and from, and the relations with, England, France, Russia, and the Netherlands.

Mr. ———, at an annual salary of \$1,500, will have special charge of the missions to and from, and the relations with, all the other countries in Europe, Asia, and Africa, and of the consular affairs with Tripoli, Tunis, and Morocco.

Mr. ———, at an annual salary of \$1,400, will have special charge of the missions to and from, and the relations with, the countries in North and South America.

3. *The Consular Bureau* will have charge of the correspondence with the consuls of the United States; will record all communications made to them by the Department, and file and preserve all those received from them, together with their statements and reports, and generally have charge of all business appertaining to the consular concerns of the Department.

An index will be kept for each consulate, in which the purport of each communication to or from the Department is to be promptly entered.

The record of the communications made by the Department to the consuls within the limits of each independent Government in Europe and America, will be kept in a separate book, with the exception of those in Turkey.

The communications made to the several consuls in Asia, and in the dominions of the Ottoman Porte, will be recorded in one book.

The business of this bureau will be performed by three clerks, viz :

Mr. ———, at an annual salary of \$1,400, will have special charge of the consulates in England, France, Russia, and the Netherlands, and their respective colonies.

Mr. ———, at an annual salary of \$1,400, will have special charge of the consulates in all the other countries in Europe and Asia, and their colonies.

Mr. ———, at an annual salary of \$1,000, will have special charge of the consulates in all the independent states in North and South America, West Indies, and islands of the Pacific.

4. *The Home Bureau* will take charge of and register the returns of passengers from foreign ports, and the abstracts of registered seamen, and prepare annual statements thereof for Congress. It will be charged with recording the domestic and miscellaneous correspondence. It will have the care of those treaties and foreign presents which are permitted to be shown.

The duties of this division of the bureau will be performed by one clerk, Mr. ———, at a salary of \$1,400.

This bureau will also have charge of all the domestic correspondence of the Department, which does not appertain to the business of some other bureau, and will file and register the letters received on the business confided to the bureau.

It will have charge of making out and recording commissions ; of preparing statements of vacancies occurring, and of expiring commissions ; of making out and recording exequators granted to consuls ; of receiving and filing applications for office ; of preparing certificates to be authenticated under the seal of the Department.

It will have charge of the seals of the United States and of the Department of State.

The duties of this division of the bureau will be performed by one clerk, Mr. ———, at annual salary of \$1,400.

This bureau will also be charged with filing and preserving petitions for pardons and remissions, and with preparing and recording pardons and remissions, and with the correspondence relating thereto.

It will make out and record personal and special passports, and prepare the letters relating to the same.

It will be charged with keeping a daily register of all letters received other than diplomatic, and of the disposition thereof, and of the action of the Department thereon.

To enable it to make the proper entries in this register, each bureau, except the diplomatic, will send to this bureau the purport of any answer, as soon as prepared, or, where no answer is given, the disposition made of the letter. This register will be daily submitted to the Secretary.

It will be charged with forwarding despatches to ministers and consuls, and keeping a register of the same, and with corresponding with the despatch agents.

The duties of this division of the bureau will be performed by one clerk, Mr. ———, at an annual salary of \$900.

This bureau will likewise be charged with filing and preserving the

returns of copyrights, and registering the copyright books, which, by law, are directed to be transmitted to, or deposited in, the Department of State, and with preparing the letters relating to the same.

It will record reports to the President, and the two Houses of Congress, or their committees; and will assist in recording and copying generally.

The duties of this division of the bureau will be performed by one clerk, Mr. ———, at an annual salary of \$800.

5. *The Keeper of the Archives* will have charge of the archives of the Department, other than diplomatic and consular, and the arrangement thereof; will prepare answers to inquiries relative thereto, and give copies when required.

He will be charged with the care of the rolls of the laws, and with the recording, publication, and distribution of the laws; and also with distributing the messages of the President and reports of heads of Departments, and other public documents and publications to be distributed by the Department of State.

These duties will be performed by one clerk, viz: Mr. ———, at a salary of \$1,400.

6. *The Translator and Librarian* will be charged with translating all letters, papers, and documents in a foreign language, relating to the business and duties of the Department. The translation is to be made immediately after the receipt of the original, and is to be filed with it in the proper bureau.

He will also be charged with collecting and preserving in the library of the Department, the statutes of the different States, required by law to be collected and preserved in the Department.

He will, likewise, have charge of the library, and of the arrangement and preservation of the books, maps, documents, and papers therein, and of keeping an accurate catalogue thereof, and a register of all books taken out, and of their return. The library will be subject to the regulations prescribed therefor.

These duties will be performed by one clerk, Mr. ———, at an annual salary of \$1,600.

7. *The Disbursing Agent* will be charged with making purchases for the Department, and disbursing the fund for its expenses, including the expense of publishing and distributing the laws; also, with making payments, when specially authorized, from such appropriations, under the control of the President and Secretary of State, as are placed in his hands for disbursement; also, with preparing for the signature of the Secretary, and registering requisitions for the payment of the authorized drafts of ministers and agents abroad. He will prepare and record the correspondence relating to the business with which he is charged. He will also make proper entries in one or more books, to be kept for that purpose, of all moneys received and disbursed by it, under each head of appropriation, and will render accounts thereof quarterly for settlement at the Treasury.

These duties will be performed by one clerk, Mr. ———, at a salary of \$1,450.

Mr. ——— is also superintendent of the building occupied by the Department, for which he receives an annual compensation of \$250.

Notwithstanding the foregoing particular distribution of duties, each clerk will, from time to time, perform such other duties as the public service may render necessary, and as shall be directed by the Secretary.

The business of each bureau will be preserved in confidence by the person and persons employed therein; and all business committed to any of the clerks, will be by them treated as of a confidential nature, and on no occasion whatever to be divulged.

All business referred to the respective clerks, will be finally acted upon and disposed of on the day of the reference, unless for good cause, to be made apparent, so that the business of one day shall not be left to accumulate for another.

The usual hours of business in the Department will be from 10 A. M. until 3 P. M., each day, during which no clerk will be absent, unless in case of sickness, without special permission; but such further attendance at any time will be expected as may be required by the public service.

All foreign newspapers, after they shall have been perused by the Secretary and chief clerk, shall be committed to the diplomatic bureau; and such articles as may be deemed worthy of the particular notice of the Secretary, are to be marked, and, if in a foreign language, translated, and submitted to the Secretary.

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*Extracts from the Regulations prescribed by the Secretary of State, relative to the duties of the Superintendent and Clerks in the Patent Office.*

Mr. ———, superintendent, will have a general superintendence of the office, and the custody of all the books, papers, drawings, and models; will conduct the correspondence; will examine the description or specifications of inventions, and see that they conform to the law; will revise all writings prepared in the office, originals and copies; will lay before the Secretary of State, weekly, a brief report of the letters received and those written, patents applied for and those granted, assignments made, fees received, and will render quarterly accounts of moneys received by him, and of moneys placed in his hands for disbursement. Salary \$1,500.

Mr. ——— will copy and record the letters prepared in the office, and file those received; will keep the book of entries; will file the communications presented in the nature of caveats, and register the same in a book kept for that purpose; will register, in a book kept for that purpose, letters received and written, showing, in regard to the former, when received, date, by whom written, purport, and date and purport of answer; will keep the accounts of the office. Salary \$1,000.

Mr. ——— will make out patents and enter in the index-book the patents granted, and record transfers of patent rights. Salary \$800.

Mr. ——— will perform the duties of a draughtsman and such other services as the business of the office may from time to time require, and his duties permit. Salary \$1,000.

Notwithstanding the foregoing distribution of duties, each clerk will, from time to time, perform such other duties as the public service may render necessary.

The date of the receipt of each letter, communication, or paper, is to be noted on it, and all letters and other communications received at the office, will be acknowledged and acted upon on the day when received, unless for good cause, to be made apparent, that shall be impracticable.

The hours of business, in the Patent Office, will be from 9 A. M. until 3 P. M., during which no clerk will be absent, unless in case of sickness, without special permission.

*Note.*—In consequence of the insufficient number of clerks employed, some portions of the business of the Patent Office have, within the last three months, fallen into arrears; although the recording of patents has been provided for out of the fund specially appropriated for recording, and the examination of the descriptions or specifications of inventions, to see that they conform to the law, has been chiefly made by the machinist.

